

# Job Announcement Rochester Hills Public Library Adult Services Page

**Position:** Adult Services Shelver

**Supervisor:** Adult Services Librarian

**Salary Range:** \$9.90/hour

**Schedule:** 4-16 hours/evening and weekend hours  
Specifically looking for weekends and evenings

**Educational/Age Requirements:**  
Applicant must be at least 16 years of age

**Primary Job Duties:**

- Re-shelve library materials in alphabetical or numerical order
- Pulling material from a list
- Assist patrons in the use the copiers and printer
- General pick-up and tidying

**Required Qualifications:**

- Ability to alphabetize and put Dewey numbers in order
- Good oral communication skills
- Friendly, pleasant demeanor
- Strong basic decision-making skills
- Commitment to public service
- Ability to work on your own

The above are intended to describe the major responsibilities and requirements for this position. It is not an exhaustive statement of all duties, responsibilities or requirements.

**Dates:** Deadline for applications: August 8, 2021

**Application:** Please apply online at: <https://rhpl.org/current-openings>

Mary Vander Linde  
Adult Services Librarian

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**This is an at-will position.  
The Rochester Hills Public Library is an equal opportunity employer.**